



Notice of Job Vacancy #24-117

Posting Date: May 16, 2024

Position: Substitute Instructor for the EPIC Adult Education SPOKES Career Readiness Program

Assignment Area: SPOKES Instructors may be assigned to any of the classrooms or offices used by the SPOKES Program in the EPIC region, including Berkeley and Jefferson Counties in West Virginia. Assignments may vary during the program year. (Some travel reimbursement will be available, with restrictions.)

Employment Term: This part time, temporary position is "as needed" based on grant funding issued for Fiscal Year 2025. No guaranteed amount of work activity during the year is promised. Selected person(s) shall be "on call" to supplement the regularly scheduled instructional staff. The SPOKES program runs year-round.

Salary: \$23.00 per hour

Education and Experience:

1. Must have completion of a BA/BS degree from an accredited college or university.
2. Must hold or be eligible to obtain a WV Adult License, WV Professional Teaching license, or a WV short-term or long-term Substitute Teaching Permit issued by the WV Department of Education*
3. Experience in teaching adult learners.

Eligibility to obtain a WV short-term or long-term Substitute Teaching Permit requires all of the following:

1. The completion of an approved WV Substitute Teacher Training Class (like the one EPIC offers.)
2. The completion of a bachelor's degree with a minimum 2.0 GPA as shown on an official transcript
3. The successful passing of a Federal background check (This will be completed after hire.)

If you need to take an approved WV Substitute Teacher Training class to be eligible for consideration, EPIC now offers self-paced, online classes for new and renewal candidates that are approved by the WV Department of Education. Classes have open enrollment at any time and can be completed in the comfort of your own home on your computer, tablet, or phone in as few as 2-3 days. The EPIC class for new candidates includes virtual observations. To learn more about the EPIC Substitute Teacher Training classes, to watch an informational video, and/or to complete a registration form, visit our website at www.epicresa8.org/subteachertraining.

Qualifications:

1. Understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds.
2. Ability to work with adults with special learning needs/disabilities.
3. Effective oral/written communication skills.
4. Ability to work cooperatively with adult educators and other program partners.
5. Possess excellent organizational skills with the ability to work within established timelines.
6. Ability to provide basic academic skills, job readiness, life-coping skills, and computer-aided instruction for adult learners.
7. Ability to use technology in the day-to-day responsibilities of this position.
8. Adult Basic Education pre-service training will be required, including but not limited to peer training, job shadowing, and curriculum training

Duties & Responsibilities:

1. Instruct students in basic academic skills, job readiness skills, work process skills, life-coping skills, computer skills and program-specific software.
2. Assist students in developing realistic primary and secondary job and training goals.
3. Administer/interpret appropriate assessment instruments when necessary.
4. Maintain, prepare, and submit accurate records of student enrollment, progress, attendance, and completion (or termination).
5. Coordinate with other members of the team in communicating frequently with the customers' referring agencies regarding progress or challenges faced with individual customers.
6. Work in a team effort with full time instructors, part time instructors, special team teachers, volunteer tutors, vocational teachers and staff, and EPIC Adult Education Coordinator, and the WVDE SPOKES program coordinator.
7. Maintain substitute license, adult license, or teacher certification by meeting WVDE certification standards, including but not limited to gaining additional college credits within a specified period.
8. Perform other duties as relate to the SPOKES Career Readiness program.

Expectations:

1. The teacher protects the privacy, confidentiality, and security of all information pertaining to WVABE students according to WVABE and EPIC policies.
2. The teacher works effectively as a member of an educational team.
3. The teacher demonstrates self-control and exhibits an attitude of mutual respect.
4. The teacher is ethical and demonstrates good work habits, including punctuality and attendance.
5. The teacher demonstrates a willingness to work collaboratively with other agencies.

Reports To: EPIC AE/SPOKES Director; EPIC Administrator or Designee

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council; Approved by the WV State Board of Education

Start Date: To be determined pending onboarding / approval process

Application Process: You may submit your application one of the following ways:

Online application can be made online via Teach-In West Virginia Application System.

[Use this link to go to the online application system.](#)

Hard copy EPIC application can be downloaded from the EPIC website.

[Use this link to access the EPIC hard copy application.](#)

Once the hard copy application is complete:

Email to Shannon Johnson at sdjohnson@wvesc.org

Fax to 304-267-3599 Attention: Human Resources

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources

This posting will remain open until all positions are filled or no longer needed.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.